

Account Clerk II – Fiscal Analysis  
Missouri Department of Higher Education

**Responsibilities:** This position is responsible for performing a variety of moderately complex bookkeeping tasks in preparing, recording and examining fiscal records. Provides support to the Missouri Student Loan Program's Fiscal Analysis group. Tests monthly reports for accuracy. Participates in the recording of charges, adjustments, and receipts to subsidiary accounts receivable ledgers; balances subsidiary ledgers to controlling account; and prepares daily report on collections. Maintains specialized journals and subsidiary ledgers. Assists in the preparation of reports and preliminary budget estimates by using the bookkeeping records maintained in the unit. Assists with annual due diligence and preparation of unclaimed property submission. Performs other related work as assigned.

**Qualifications:** Two years of experience in the keeping of government accounts as an Account Clerk I or in a comparable job; and possession of a high school diploma or a GED certificate.

Starting range \$26,232 - \$27,948

Please submit a completed **MDHE Application for Employment**, cover letter summarizing relevant experience, resume, and a copy of official college transcripts to:

Human Resources  
Department of Higher Education  
PO Box 1469  
Jefferson City, MO 65102  
Fax: (573) 751-6635  
Email: [HE.OFFICESUPPORT@dhe.mo.gov](mailto:HE.OFFICESUPPORT@dhe.mo.gov)

If special accommodations are needed to participate in the application process, please notify the human resource office at (573) 751-2361.

**AN EQUAL OPPORTUNITY EMPLOYER**